

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### SAFETY SPECIALIST

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Safety Specialist is a stand-alone classification in the Safety Non-Sworn series. Incumbents are responsible for monitoring and providing oversight and correction for processes related to a specialized area of assignment. Incumbents may be responsible for conducting field training in specific technical disciplines and/or may be required to demonstrate light or heavy equipment and conduct safety inspections and investigations.

The Safety Specialist is distinguished from other classifications by responsibility for performing activities focused on developing, overseeing, and implementing safety training in an assigned area of responsibility, including coordinating and overseeing activities and support of the safety and emergency response needs of the assigned area of responsibility.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1.	Assesses safety training needs in a division as required by local, state and federal requirements through needs assessment, safety inspections, and mandated safety training requirements.	Daily 25-50%
2.	Develops, implements, and coordinates cost-effective safety training programs, policies, procedures and other training materials for safety content and designing criteria to measure the effectiveness in meeting organizational safety goals and requirements.	Daily 25-50%
3.	Investigates accidents/injuries/incidents to determine causes and make recommendations for corrective procedures and measures based upon findings.	Daily 5-15%
4.	Inspects offices, work sites, buildings, grounds, equipment, vehicles, and tools for compliance with safety standards and recommends necessary procedures and measures to eliminate unsafe working conditions.	Daily 15-25%
5.	Collaborates with internal staff, claims examiners, and injured workers to facilitate expedient return-to-work programs.	Daily 10%
6.	Develops, prepares, and maintains safety related records, reports, and other correspondence.	Daily 20-50%
7.	Works with Local, State and Federal agencies including private contractors to ensure compliance with a safe work environment.	As Required
8.	Performs other duties of a similar nature or level.	As Required

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#### **Training and Experience** (positions in this class typically require):

- Bachelors degree in a safety related field is required;
- OR
- Two years of experience in a safety related capacity;
- OR
- Additional qualifying experience may be substituted for the required education on a year-for-year basis.

#### **Licensing Requirements** (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Applicable practices, hazards, safety rules, and precautions of equipment and working conditions in assigned area of responsibility;
- Safety training principles and methodologies;
- Accident/injury/incident investigative techniques;
- Applicable workers' compensation laws, regulations and claim filing procedures;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations.

#### **Skills** (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Identifying causes of accidents/injuries/incidents and preventative measures to mitigate future issues; Making recommendations for corrective procedures and measures
- Designing and implementing safety programs policies and procedures
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction
- Preparing and conducting training, presentations and or recommendations
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Safely operating and maintaining applicable tools and equipment

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#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling and crouching.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be exposed to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals and oils.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008